

Microsoft eLearning Titles

Course content and pricing for all Microsoft Office 2010 training courses are listed within this document.

Microsoft Office 2010 Online Training Courses	Hours	Price per module (Ex VAT)
Access 2010 Introduction/Intermediate/Advanced	28 (10/9/9)	£25
Excel 2010 Introduction/Intermediate/Advanced	36 (10/14/12)	£25
Outlook 2010 Introduction/Advanced	16 (8/8)	£25
PowerPoint 2010 Introduction/Advanced	17 (9/8)	£25
Word 2010 Introduction/Intermediate/Advanced	34 (9/10/15)	£25
Windows 7 Introduction/Advanced	22 (9/13)	£25
Project 2010 Managing Projects (Microsoft Office Specialist)		£165
SharePoint 2010 Administrator		£145

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Microsoft Office 2010 Module breakdown

Microsoft Access 2010 - Introduction

Introduction to databases
The Microsoft Access environment
Table creation in datasheet view
Table design view
Special field types
Work within extensive tables
Looking up and editing data
Data sorting and filtering
Designing databases
Field selection and data sorting via queries
Work with criteria for select queries
Calculated items
Analysis of table relations
Relationships and referential integrity
Linked tables in queries
Relation features
Lookup column
Queries with parameters
Functions and formula creator

Microsoft Access 2010 - Intermediate

Field indexing and data validation
Totals
Aggregate functions
Crosstab query
Action queries
Data normalization
Make-Table query
Form creation using wizard
Working with form
Creating forms in design view
Working with form controls
Calculated form fields
Combo Box in forms
Option buttons in forms
Organising Form fields
Creating a Form with a subform
Subform insertion in design view
Form as a user interface

Microsoft Access 2010 - Advanced

Report creation
Reports with calculations
Graphical editing of Reports
Additional report options
Pivot table and chart
Object dependencies and properties inheritance
Macro basics
Assigning a macro to a button
Data validation using macros
Data evaluation via macros
Database print and documentation
Importing Access Objects and splitting a database
Data exporting
Program import and export
XML format
Navigation in a database
Security and privacy in databases
SQL language



Microsoft Excel 2010 - Introduction

Introduction to Excel
Data entry and editing
Worksheet navigation and basic settings
Cell range selection
Manipulation with cell ranges
Cell inserting and deleting
Text and cell formatting
Number, Date and Time format
Formatting via style gallery
Working with files and windows
Printing smaller tables
The AutoSum button and formula copying
Custom formula creation
Work with functions
Chart creation
Chart formatting
Proofing
Basic Excel settings
Getting help

Creating Forms
Protection options within workbooks
Conditional calculations
Working with an array
Calculation criteria in database functions
Using functions for searching in tables
Data import and data merging
Work with Microsoft Query
Sheet scenarios
What-if analysis and goal seek
Statistical methods and functions
Macros recording and usage
The VBA code view and editing
Webpages, links and e-mail sending
File security and Permission control
Introduction to XML

Microsoft Excel 2010 - Intermediate

Protecting worksheets
Advanced cell formatting
Conditional and custom formatting
Templates
Workbook properties and work with sheets
Sharing workbooks and tracking changes
Comments and workbooks comparing
Copying options, orders and lists
Formula creation and absolute links
Errors and formulas dependencies
Connected sheets
The IF, MIN, and COUNT functions
Functions and formulas for Date and Time data
Functions for working with text
Rounding off and financial functions
Techniques of work with relation tables
Data validation and sorting
Go To, Find and Replace orders
Printing larger tables
AutoFilter
Criteria table and advanced filter
Database functions
Outlines and totals
Splitting text into columns
Pivot tables
Editing pivot tables and charts
Advanced chart editing

Microsoft Excel 2010 - Advanced

Microsoft Outlook 2010 - Introduction

Introduction to Outlook
Reading e-mails and creating new ones
E-mail content editing
Work with address list
Working with Mail folders
Searching and categorizing, View settings
Conversation View
Quick Steps
Signature creation, Delivery confirmation
Automatic replies
Working with rules, Junk E-Mail
Creating and using Contacts
Sorting and Categorizing Contacts
Working with Attachments, Printing
Getting help, Junk E-mail filtering
Other E-mail options

Microsoft Outlook 2010 - Advanced

Working with Calendar
Appointment editing
Calendar organising and printing
Appointment planning
Appointment editing and Calendar setting options
Editing planned appointments
Info sharing with other users
Working with Notes
Tasks creation
Tasks management
Working with the Journal
Offline Folders
Data import and export
Personal and public files
E-mail account settings
Personal forms

Microsoft PowerPoint 2010 - Introduction

Basic orientation in PowerPoint window
Getting help
Create a new presentation, work with text boxes
Text formatting
Text with bullets
Shapes
Objects snapping and WordArt Styles
Clip Art editing
Moving and copying slides
Slide with a table
Tables from other applications
SmartArt graphics
Other SmartArt types
Slide with chart
Chart formatting
Symbols and equations
Video clips and animated pictures

Microsoft PowerPoint 2010 - Advanced

Slide footer
Proofing and Autocorrection
Themes, format editing and sections
Slide background
Slide master
Slide transitions
Animation effects
Adding actions to objects
Slide show setup and editing timing
Slide show options
Custom template and theme creation
Speaker's notes and comments
Print
Various save formats and other Backstage options
Import

Microsoft Word 2010 - Introduction

Introduction to Word
Navigation through the document
Text entry
Documents and multiple document windows
Use of automatic corrections and proofing tools
Proofing
Text selection techniques
Text moving and copying
Page setup
Paragraph formatting
Character formatting
Document printing
Borders and Shading
Bulleted and numbered lists
Data sorting, Converting text to a table
Multi-page document editing
Headers and Footers
Getting help

Microsoft Word 2010 - Intermediate

Basic Word settings
Work with document windows
Styles
Templates
Quick Access Toolbar and keyboard shortcuts
Table creation
Table formatting
Table data sorting and calculations
Table design
Chart creation
AutoText
Text flow management
Searching in a document
Tracking changes
Document sections
Splitting text into columns
Graphics in documents
Work with symbols
Advanced techniques for paragraph numbering
Saving a file in various formats

Microsoft Word 2010 - Advanced

Document headers and sections
Showing outline and dividing long documents
Master document with subdocuments
Table of contents creation
Index generating
Table of figures
Envelopes and labels
Form letters in mail merge
Work with a data source in mail merge
Envelopes and labels in mail merge
Catalog
Linking and inserting objects
Organization chart
Cycle diagram and decorative text
Drawing and work with graphics
Work with fields
Footnotes and endnotes
Bookmarks
Cross-references
Hyperlinks
Text translation
Web presentation
Form fields
Form protection
Macros
Protected view and document protection
Permission control
Office Web Apps
Getting to know XML

Windows 7 Introduction

System requirements, Windows 7 editions overview
Logging on to Windows and working with the mouse
Turning off the computer
Working with desktop icons
Working with a program window
Launching a program and showing multiple windows
The taskbar
The Start menu
Windows Explorer
Creating folders
Moving and copying folders and files
Working with the Recycle Bin
Creating a text file
Saving and opening a file
Libraries, searching for folders and files
Working with shortcuts
Using Windows Help and Support

Windows 7 Advanced

Windows Explorer
Data sharing between files
Data insertion and linking
Snipping Tool
Gadgets
Paint
WordPad and Notepad
Calculator
Fonts and characters
Windows Update
Network locations and drives
Users and accounts
Shared folders and security
Homegroup
Display settings
Region and Language settings, Keyboard
Mouse settings and Ease of access
Date and Time
Installing and uninstalling programs
Installing new hardware
The taskbar settings
Compression
Remote desktop connection
Backup
System Restore

Microsoft Project 2010 - Managing Projects

Project 2010 as an Enabling Tool for Project managers
When to Use Project
Strategic Importance of Project 2010
Improving Results with a Proven, Effective Approach
Key Terms
Mapping Project to Your Methodology Will Increase Effectiveness
An Overview of the PM Process Groups
What Is EPM?
EPM as a Central Repository for Resources and Projects
Understanding Roles within EPM
Getting Started, and Moving Around Project
Key Options and Settings You Need to Know About
Working with Calendars
What Is a WBS, and Why Is It Important?
Entering Your WBS Phases, Tasks, and Milestones
Managing Your WBS
Estimating Duration vs. Estimating Work What's the Difference?
Program Evaluation and Review Technique
Using Constraints and Deadlines
Understanding and Viewing the Critical Path
Setting Up Your Resource Pool
Assigning Resources and Costs
Analyzing Resource Usage and Resource Leveling
Six Factors that Drive the Calculation of Time (Dates and Duration) for Automatic Scheduling
Four Factors that Affect the Calculation of Cost
Switching from Manual Scheduling to Automatic Scheduling
Understanding Major View Components
Task Views & Resource Views
Create and modify a project task structure
Creating Custom Fields
Using Tables and Creating Custom Tables
Using Filters and Highlights
Using Groups
Using Sorts and Auto-filters
Setting Dependencies
Creating Custom Views
Formatting Text and Bar Styles
Sharing and Sending Project Information and Reports
Creating Master Schedules
Critical Path Across Projects
Reporting and Analyzing Across Projects
Understanding and Setting Baselines
Viewing Baselines
Maintaining Baselines
Understanding and Entering Percent Complete
Understanding and Entering Actuals
Understanding Variance
Analyzing Variance and Taking Corrective Action
Earned-Value Analysis

SharePoint 2010 Administrator

SharePoint Editions and Features
Understanding the SharePoint Logical Architecture
Designing a Logical Taxonomy
Translating the Logical to the Physical Architecture
Capacity Planning
Planning Farm Communications
Network Protocols
Network Services
Planning Farm Deployment
Installing a Single-Server Farm
Planning for Sandbox Solutions
Planning Authentication Methods
Planning for Secure Sites
Designing Authorization
Planning Web Application Security
Planning Code Access Security
Designing a Maintenance Strategy
Planning a Monitoring Strategy
Developing Provisioning Strategies
Designing Availability
Planning a Scaling Strategy
Designing Recovery Strategies
Determining Service Application Server Roles
Planning a Business Connectivity Services Strategy
Planning an Excel Services Strategy
Designing a Forms Strategy
Designing Web Applications
Designing Features and Solutions
Understanding Web Parts
Planning for Site Customizations
Designing the Search Requirements
Planning the Search Topology
Planning Enterprise Search
Planning Collaboration Components
Designing Content Management
Planning for Social Computing
Planning for Business Intelligence Strategy
Planning a Strategy for Upgrades
Designing a Migration Strategy